



***DALLAS CHRISTIAN COLLEGE
2011-2012 CATALOG ADDENDUM***

ADMISSIONS & FINANCIAL INFORMATION
Refund Policies
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ACADEMIC CALENDAR

ADMISSIONS & FINANCIAL INFORMATION

REFUND POLICIES

A student who withdraws during a semester must notify the Financial Aid Office and the Business Office.

Student eligibility for refund depends on the student recipient's enrollment status, cost of attendance, dates of attendance, and the type of aid received.

Changes in any of these factors, such as dropping courses or withdrawing from the college, could result in the reduction of the student's financial aid package, thereby removing a potential credit balance. A student who withdraws from the College will receive only the remaining credit balance, if any, after costs are calculated and financial aid is restored to the financial aid accounts, including the possible return of Title IV funds.

All scholarships are awarded for direct costs only (unless otherwise specified by the donor). If scholarship money exceeds direct costs (tuition, fees, books, room and board), the excess funds will be refunded to the scholarship funds as follows:

1. Dallas Christian College institutional scholarships
2. Private institutional scholarships
3. Church scholarships
4. Private scholarships

A credit balance exists whenever the Title IV Aid (Direct Unsub, Direct Sub, Direct Plus, Pell, or SEOG) applied to the student's account exceeds the current charges for tuition, fees, room and board (if contracted with the institution). Credit balances are given to students as stipends within 14 days of the creation date on the student's account.

The student will complete the credit balance waiver form and credit balance will be returned as requested by the student.

DCC returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with district board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a *pro-rated* portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw from classes, and stops attending all classes, a *pro-rated* portion of the federal aid received, based on the documented

last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

Below is the institutional tuition refund policy (fees are not refundable):

Traditional 16-Week Courses

Before the end of the FIRST week of school	90%
Before the end of the FOURTH week of school	60%
Before the end of the EIGHTH week of school	30%
After EIGHTH week of the semester	NONE

An exception to the above policy would be an approved leave of absence. (Please see “Student Leave of Absence Policy” in the Academic Regulations section.) No adjustments to tuition charges are granted to those who are involved in disciplinary dismissal.

Seven-Week Courses

Before beginning of the SECOND week	60%
Before beginning of the FOURTH week	30%
After FOURTH week	NONE

Six-Week Courses

Before SECOND class meeting	60%
Before THIRD class meeting	30%
After THIRD class meeting	NONE

A \$100 drop fee will be assessed for classes not dropped two weeks prior to the class start date for DCC Online and Quest classes.

For evening classes that do not meet during the week of registration, the official first week is the week in which the class meets for the first time.

NO REFUNDS will be given after the first class day for special terms such as Maymester, Summer I, and Summer II.

At the discretion of the College, students who leave the residence halls before the end of any semester may receive a reduction on room and board charges. There is NO REFUND on fees.

For veterans under subsidy, the College conforms to the Veterans Administration regulations regarding refunds.

Any military personnel called to active duty during a college semester will have his/her tuition reimbursed for that semester, if they have not completed enough work for their professors to administer a grade for work completed. In addition, lenders will automatically postpone student loan payments, upon notification in writing, during the period of the borrower’s active duty service. Letters of active duty status must be provided to the College Administration Offices (Registrar, Business Office, and the Financial Aid Office).

The college reserves the right to prorate charges incurred for room and board usage before active duty activation. Contact the Business Office for further information, if needed.

Students who simultaneously add and drop classes within the first week of a semester without resulting in a change in the total credit hours enrolled are not subject to the above refund policies.

One is not officially withdrawn from the college until withdrawal procedures have been completed through the Academic Office, the Business Office, and the Financial Aid Office, if applicable. All refunds are based on this date. The student is solely responsible for initiating and completing the withdrawal process. Students who do not initiate or complete the withdrawal process and never attend the course will be administratively withdrawn and will be charged a \$250 Administrative Withdrawal fee.

RETURN OF TITLE IV FUNDS

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education or calculations produced through the Return of Title IV Funds (R2T4) subroutine will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the business office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45-day period, the amount of overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt.

Funds are returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. FSEOG

Financial aid recipients who enroll and receive aid for a particular semester, then fail to complete more than 60% of that semester will have to repay part or all of the aid received for that semester. Additionally, any tuition, fees and room and/or board payments refunded by DCC as a result of a student's withdrawal must be returned to the financial aid programs in accordance with Federal law. Students who fail to complete the official withdrawal process but stop attending classes prior to the end of the semester and receive grades of "F" in all classes for that semester will also have to repay part or all of the aid received for that semester. Up through the 60% point in each semester, a *pro-rata* schedule is used to determine the amount of aid to be repaid by a student who withdraws. No adjustments in financial aid are required for students who withdraw after the 60% point in a semester.

DALLAS CHRISTIAN COLLEGE
FALL 2011 – SPRING 2012 ACADEMIC CALENDAR

August	1	First day of Online and Quest Fall Session 1 classes
	20	Residence halls open to new students
	21-23	New Student Orientation
	22	Residence halls open to returning students
	24	First day of Traditional Fall classes
	25	Convocation, 11:00 a.m., Barr Chapel
	30	Last day for late enrollment
	30	Last day for schedule changes
September	30	Last day to withdraw with 90% refund
	5	Labor Day – No Quest or Traditional classes, college closed
	13	First day of Quest Fall Session 2 classes
October	19	First day of Online Fall Session 2 classes
	10-13	Mid-term exams
	14	Fall break – No Traditional classes, offices open
	20	Campus Service Day – Service in lieu of Traditional classes
	24-31	Registration for Spring, 2012
	25	First day of Quest Fall Session 3 classes
	28	Last day to withdraw passing
November	1-4	Registration for Spring, 2012 (continues)
	4	Application deadline for May 2012 graduation
	4	Trustees Meeting (Tentative)
	7	First day of Online Fall Session 3 classes
	21-25	Thanksgiving holiday – No Quest or Traditional classes, college closed
	30	Last day to apply for an incomplete
December	8	Last day of instruction for Traditional classes
	9	Reading day – No Traditional classes
	12-16	Final exams (Grades due 48 hours after final exam)
	19	Residence halls officially close
	18-31	Christmas Break for Traditional students
	23-29	Christmas Break for Online students
	23-31	Christmas Break for Quest students
January	1-6	Christmas Break for Quest and Traditional students (continues)
	9-13	Wintermester
	14	Residence halls open to new students
	14	Residence halls open to returning students
	14-15	New Student Orientation
	16	Martin Luther King, Jr. Day – No Quest or Traditional classes, college closed
	17	First day of Online and Quest Spring Session 1 classes
	17	First day of Traditional Spring semester
	23	Last day for late enrollment
	23	Last day for schedule changes
February	23	Last day to withdraw with 90% refund
	27	First day of Online Spring Session 2 classes
	28	First day of Quest Spring Session 2 classes

March	1	Last day for continuing students Fall, 2012 scholarship applications
	5-9	Mid-term exams
	12-16	Kingdom Week/Spring Break – No Quest or Traditional classes
	26-30	Registration for Fall, 2012
	30	Last day for off campus housing request for fall semester
April	1	Priority deadline for new student Fall, 2012 financial aid applications
	1	Last day for new student Fall, 2012 scholarship applications
	2-6	Registration for Fall, 2012 (continues)
	2-8	Spring Break for Online students
	5	Campus Service Day – Service in lieu of Traditional Classes
	6	Good Friday – No Quest or Traditional classes, college closed
	13	Last day to withdraw passing
	17	First day of Quest Spring Session 3 classes
	26	Skip Day – no Traditional classes
	27	Last day to apply for an incomplete
	27-28	Trustees Meeting (Tentative)
	30	First day of Online Spring Session 3 classes
	30	Priority deadline for continuing student Fall, 2012 financial aid applications
	May	10
10		Last day of instruction
11		Reading day – No Traditional classes
14-17		Final exams (Grades due 48 hours after final exam)
17		Grades due for graduates, 10:00 a.m. (unless earlier deadline is specified)
18		Baccalaureate, 11:00 a.m., Barr Chapel
18		Commencement, 7:00 p.m.
21		Residence halls close to students not taking Maymester
21-25		Maymester
26		Residence halls officially close
28	Memorial Day – College closed	
June	TBA	ACCESS
	4-22	Summer I Term
	17-30	SALTeens
July	1	SALTeens
	TBA	ACCESS (continues)
	4	Independence Day – No ACCESS, Quest or Traditional classes, college closed
	9-27	Summer II Term

(Dates are subject to change by official action of Dallas Christian College.)